



New Arrangements for September

Tuesday 25th August 2020

Dear Parents,

I hope that you are all enjoying the summer break and making the most of the intermittent hot weather when it appears. As we approach the start of the new academic year, I thought it would be helpful to provide you with advance notice of arrangements for the drop-off and collection of children and other associated matters.

As I am sure you can appreciate, we are eager to welcome all the children back to school but are also mindful of safety concerns and the implications of social distancing for adults when they come to our school. Above all else, the safety of your child is our prime concern and risk assessments have been carried out to ensure that we will be operating as safely as possible. To that end, the arrangements will be different to previous years for the foreseeable future. There is a video [here](#) on the school YouTube channel that helps to explain this and we would suggest that before your child's return to school on Monday 7th September, you watch the video with them, so they know what to expect.

Before I explain the new procedures, a few guidelines –

- One adult per family should bring children to school to minimise crowding.
- Children **MUST** be supervised when they arrive – do not unload children at the kerb and leave them to enter school unsupervised, even if they are late.
- A one-way system will be in place around school – please do not attempt to go against the flow of the system.

Arrangements for dropping children off

The main green gate will be opened at 8.40am and will stay open until 9.00am. Dots that have been spaced at approximately 1.5m distances can be used to allow parents to socially distance while waiting with their child, however we would suggest that you do not aim to arrive at school before 8.40am as there is insufficient space for children and adults to wait. Children will not be late, as long as they are in school by 9.00am.

Please ensure that your child is fully supervised on arrival and not running around. Arrows will guide you around the school to drop children off at the correct location.

Polar Bears (Years 4 and 5) will enter school through their usual entrance next to the green gate.

Dolphins (Year 2 and 3) will enter using their usual cloakroom door.

Tigers (Reception and Year 1) will enter through the classroom door which is accessed from the outdoor area.

Please help us by not letting children enter using the wrong door.

Once you have dropped your children off, you will exit the school using the side gate onto School Lane.

Arrangements for collection of children

The main green gate will be opened at 3.00pm. The collection locations are slightly different to the drop off locations, in order to make things flow more easily.

Dolphins (Year 2 and 3) will be released to parents from their usual classroom exit door.

Tigers (Reception and Year 1) will be released from the classroom door, as in the morning.

Polar Bears (Year 4 and 5) will be released from their rear classroom door, which is near the side gate that exits onto School Lane.

I appreciate this is difficult to visualise, so please use [this YouTube video](#) in conjunction with this letter. Also, if there are other adults who sometimes collect your child from school, in addition to our expectation that you inform us when this is going to happen, please can you ensure that they understand how collection arrangements have changed.

Children's belongings

We need to minimise the amount of belongings that children bring in to school, so please make sure that your child has their water bottle, a packed lunch (if they are not having a hot school lunch), their book bag and PE and/or Forest School kit. Where possible, PE and Forest School kits should stay in school.

Collecting children from after-school club

If you are collecting a child from after-school club, please use the reception area to ring the bell. Please note – you will not be allowed to enter the main building. If someone is already waiting in the reception area, please wait outside until they have collected their child.

Office arrangements

Where possible, please avoid using the reception area and contact school by telephone or email. If you need to come in, please respect social distancing and do not enter the reception area if another parent is already there. As we change over to electronic payments using ParentPay, there will be less necessity to come to the office in person. It is our intention to be operating as a cash-less school within six months and would appreciate your help and understanding with this.

After-school provision

For the time being, after-school childcare club will be the only provision outside of school hours. This runs from 3.00pm to 4.30pm Monday to Thursday, starting from Monday 7th September at a cost of £4 per session. This can be booked using ParentPay up to 2.00pm each day.

We will be unable to run any off-site visits from school at the moment but hope that this situation will change in the near future. As ever, we will be led by national guidance on this.

I appreciate that there is a great deal of information to digest in this letter but hopefully it will make the return to school in September as smooth as it can be. If you have any questions about this, please do not hesitate to contact me.

Warm regards

Kevin Riley
Head of School

